

Check	MINIMUM PUBLIC LIBRARY STANDARDS FOR NEVADA
	1. The library must be legally established and operated in compliance with <a href="#">NRS 379</a> , <a href="#">NAC 379</a> , <a href="#">NRS 380.153</a> and <a href="#">NAC 380.010</a> including having written by-laws and policies for the management of the library board of trustees and the library.
	2. The library board of trustees shall have a written master plan designed to extend five years into the future and which must be made current at least every two years. The plan and its updates are filed with the Nevada State Library, Archives & Public Records by January 31 of the year following their adoption by the library board (NRS 379.003).
	3. The library collects, provides, and coordinates access to library materials that are organized according to a nationally accepted classification system; the library ensures access to legal materials (NRS 380.153, NAC 380.010) through collections, online resources, or collaborative agreements with other agencies.
	4. The library must have a completed annual statistical report for the preceding fiscal year accepted by, and on file with, the Nevada State Library, Archives & Public Records by December 31 to be made available in a timely manner for national reporting.
	5. The library has regular and published hours of operation with a “system” wide average of twenty hours per identified branch/outlet per week including some night and/or weekend hours.
	6. The library consists of a specific space designated for providing library services with the facilities, equipment, and staff necessary to enable public access to information.
	7. The Library Board of Trustees shall select from one of three listed options as a means by which to validate and document the library’s efforts to maintain a collection appropriate to community needs. The option selected by a jurisdiction may be revised each year. <ul style="list-style-type: none"> <li>a. Option I: Meet or exceed at 90% - The five-year average of amounts spent on collections.</li> <li>b. Option II: Meet or exceed at 30% - Amount spent on collections divided by Total Services and Supplies budget.</li> <li>c. Option III: Meet or exceed at 10% - Adjusted total operating budget divided by collection budget. Exclude from TOB rent for facility(s), motor pool/vehicle charges, technology = Adjusted TOB</li> </ul>
	8. Librarian certification for staff: <ul style="list-style-type: none"> <li>a. <i>Population (legal service area) of 1,000 – 14,999.</i> Public library jurisdictions shall have a library director who holds the credential of certified librarian from the State of Nevada (NAC 379.010).</li> <li>b. <i>Population (legal service area) of 15,000 – 49,999.</i> Public library jurisdictions shall have a library director who holds the credential of certified librarian from the State of Nevada (NAC 379.010). Any additional staff holding a full-time library position performing the duties of reference and/or children’s services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010).</li> <li>c. <i>Population (legal service area) of 50,000 or more.</i> Public library jurisdictions shall have a library director who holds a master’s degree in library or information science from a college or university accredited by the American Library Association. Any additional staff in the position of librarian or other full-time professional library position performing the duties of reference and/or children’s services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010).</li> <li>d. Any public Library Board of Trustees that has declined to adopt NAC 379.010, Section 1 and whose librarians are not exempted under NAC 379.010, Section 2 may bring their library into compliance with this standard by adopting a good faith effort to meet the standards for public library employees delineated in NAC 379.020.</li> </ul>
	9. Public libraries shall agree to lend circulating materials in accordance with the state-wide interlibrary loan program Information Nevada. Postage charges for interlibrary loans are assumed by the library, not the user.
	10. Public libraries shall extend to Nevada library card holders the same lending privileges received by their card holders. Nevada card holders will not be charged a non-resident fee when borrowing from any Nevada public library.
	11. Public libraries not meeting one or more of the above standards shall submit a “Request for Waiver of Minimum Standards” form to NSLAPR which includes the reason for the waiver, the action taken to comply with the standard, and the projected date for compliance with the standard.

(Amended 11/03/2017)

**Certification:** I certify to the best of my knowledge and belief that the information above is correct.

\_\_\_\_\_  
Signature of Authorized Official

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Date Submitted

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Typed (printed) Name and Title